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Lori H. Flanery  
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## MEMO

TO: Constitutional Officers, Cabinet Secretaries,  
All Agency Heads, and Fiscal Officers

FROM: Lori H. Flanery, Secretary  
Finance and Administration Cabinet *Lori H. Flanery*

DATE: June 14, 2012

SUBJECT: Addendum: Closing Schedule – Fiscal Year 2011-2012

## PERSONNEL

HB 1 of the 2010 Extraordinary Session mandates that the state payroll that would normally be scheduled to be paid on June 30, 2012, shall not be issued prior to July 1, 2012. At the time HB 1 was enacted the savings from the deferred payroll included a full month of the employer's share of health insurance. In order to capture the value of the full month of employer share of health insurance, the health insurance that would normally post mid June for the pay period of May 16 through May 31 will be deferred until July 2nd.

On June 10th, the KHRIS CA documents processed for the May 16 through May 31 pay period were adjusted to remove the postings for object code E123. Therefore, when reviewing your CA documents for this payroll there will be accounting lines that have been removed from the document. These accounting lines have been included on a new CA document with the same Document ID appended with a "P" on the end that will post in the new fiscal year on July 2.

The payroll that would normally process at the end of June for pay period June 1 through June 15 will be held until July 2 and will post new fiscal year. **You may not JV the expenditures back to the old year they must remain new fiscal year expenditures.**

All of the above mentioned changes are being handled within the eMARS accounting system. Any reports generated through KHRIS (153 Report) will not reflect the changes made in eMARS.